


MEMORANDUM

To: Kent Street, Chairman, Executive Committee

From: Walter S. Willis, Executive Director 

Subject: April 2009 Meeting Notice Information

Date: April 10, 2009

Attached you will find the agenda for this month's meeting, the minutes from our February 2009 meeting, and the referenced consent, action and/or informational items.

I look forward to seeing you all at this month's meeting.

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
Thursday April 16, 2009 12:00 Noon
1311 N. Estes Street Gurnee, IL 60031

1. CALL TO ORDER.....Chairman Street
2. ROLL CALLSecretary
3. APPROVAL OF MINUTES
February 19, 2009
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMSChairman Street

Action Items

1. Website Consultant
2. Lake County Curbside Recycling Guidelines

Information Items

1. List of Lake County Municipalities not SWALCO Members
2. Project and Program Update

7. COMMITTEE MATTERS
Three terms are set to expire in June on the Executive Committee. They are Kent Street, Ted Mueller and Glenn Ryback. Anyone wishing to be nominated for one of these vacancies please send a letter of nomination to Barbara Amadei, Secretary, SWALCO by June 11th.
8. EXECUTIVE SESSION – if needed
9. ADJOURNMENT

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
THURSDAY FEBRUARY 19, 2009 12:00 NOON
1311 N. ESTES STREET, GURNEE, IL 60031

MEMBERS ATTENDING: Mike Flynn, Ted Mueller, Glenn Ryback, John Norris, Kent Street, Highland Park (Steve Mandel). Staff: Walter Willis, Executive Director, Steve Nelson, Household Chemical Waste Engineer, Peter Adrian, Recycling Coordinator, Merleanne Rampale, Public Information Officer, Barb Amadei, Executive, and Larry Clark, General Counsel.

CALL TO ORDER

Chairman Street called the meeting to order at 12:00 p.m. with six members present.

APPROVAL OF MINUTES

Motion by Ryback, seconded by Mueller to approve the minutes of January 8, 2009. Motion was approved.

PUBLIC COMMENT

None.

NEW AGENDA ITEMS

None.

EXECUTIVE COMMITTEE ITEMS

Consent

1. Expenditure Report will be approved at the next meeting.

Action

1. Intergovernmental Agreement with Townships

Mr. Willis explained that our new agreement with Waste Management Recycle America (WMRA) allows townships to be paid for their recyclables if they direct their recyclables to WMRA. He presented, for approval, Intergovernmental Agreements for the Townships of Ela, Lake Villa and Warren to allow them to participate under the Intermediate Processing Facility

Capacity Agreement with WMRA. The main difference between this agreement and the agreements of our members is that the Township will reimburse the County for the \$1.00 per household Operations and Maintenance Fee (O&M).

Motion by Highland Park, seconded by Norris to recommend approval to send this item to the Board of Directors. Motion was unanimous.

2. Clean Harbors HCW Contract Extension

Mr. Nelson recommended approval to extend the Clean Harbors contract for the fourth and final one-year extension available under their contract. Mr. Nelson stated that we will go out for bid next year and he anticipates a significant increase for these services.

Mr. Willis suggested we go out early for bid to get numbers for our next budget. The bid numbers would only be good for ninety days.

Motion by Ryback, seconded by Mueller to approve the contract extension subject to general counsel review and timing due to contract renewal. Motion was approved by a roll call of 6 to 0

3. Lincolnshire-Riverwoods Fire District host Agreement

Mr. Nelson stated that this host agreement mirrors the Lincolnshire host agreement. He stated that general counsel has looked at this agreement and with the committee's approval today, it would be forwarded to the fire district for review and approval. This agreement outlines the intent of the satellite program for collection of household chemical waste. This collection site will be promoted within the area of Lincolnshire-Riverwoods-Vernon Hills).

Mr. Flynn asked what insurance SWALCO is providing for this service. Mr. Nelson explained that if we spill any chemicals during loading to the SWALCO truck, we will cover the cost. If material is spilled while in their possession, they have their own insurance. Both SWALCO and Lincolnshire-Riverwoods Fire District are named additional insureds on each other's policies.

Motion by Highland Park, seconded by Norris to approve sending this item to the Board of Directors for review and approval. Motion was approved.

4. City of Highwood's Request to be SWALCO Member

Mr. Willis stated that Highwood has requested to become a SWALCO member. Mr. Willis met with the City of Highwood and sent them an ordinance to have approved stating they wanted to become a member. The city approved the ordinance in February. Highwood has agreed to pay its one-time entry fee of \$5,000 over the next two years and understands its

commitment to pay the O&M fee. An Ordinance will be presented at the SWALCO Board meeting, which will need to be approved by a majority of SWALCO members to allow Highwood to become a member.

Motion by Ryback, seconded by Norris to approve sending this ordinance to the Board of Directors for approval to allow each SWALCO member to take this ordinance to their respective boards for approval. Motion was unanimously approved.

Information Items

1. Letter to IEPA Regarding Solid Waste Fee Exemptions

Mr. Willis stated that Lake, Ogle and Will Counties sent a letter to the IEPA regarding the payment of local surcharge fees and host fees by the landfills, and what waste streams are these fees applicable to. He explained that Ogle and Will Counties, along with Lake County, are less and less clear what wastes are exempt or not exempt under the IEPA. A lot of exempt waste is going into the landfills but it is difficult to figure out what we get paid for. Is there material going in that we should be receiving the \$1.27? This letter was sent so that clarification can be made. Some of the big exemptions are sludge, contaminated soil and construction and demolition material. We want to be paid for that material going in the landfill.

2. Legislative Update

Mr. Willis explained that SB 125, sponsored by Senator Link, will have a hearing next week, which would allow construction/demolition facilities to come into Lake County without local siting, but still local zoning and a state permit.

SB 199 - food scrap composting. Overall this bill is going in a positive direction with allowing these facilities to take food scraps and live stock waste without local siting. This would be good for Lake County because we have so many horse farms.

It was suggested that SWALCO contact the IEPA and/or the governor's office to discuss solid waste issues.

Mr. Flynn asked who in Lake County would be taking food scraps at their yardwaste facilities? He asked if there would be an odor issue problem. Mr. Willis stated that Midwest Organics probably would and possibly Thelan. There would be only slight odor emissions.

Mr. Willis stated that the Plastic Bag bill is progressing.

Mr. Street thanked the members who attended the legislative breakfast.

3. Recycling Guidelines

The new Recycling Guidelines draft was handed out to the committee. The committee was asked to review the draft and get back to Ms. Rampale with any changes.

4. Projects and Programs Update

- 1) Mr. Willis stated that he met with Mr. Burton, County Administrator, and it was agreed that the landfill surcharge money will be transferred to SWALCO at the same time that the Veolia and WMI host agreements are amended and approved by the county board. This will include the county rescinding its local surcharge ordinance and SWALCO enacting its own ordinance to collect the local surcharge. It is anticipated that this will happen sometime between June and August 2009.
- 2) Mr. Willis stated that SWALCO and Lake County are waiting for Veolia to finalize the last version of the host agreement. Veolia has had the agreement for over a month. We are also awaiting comments on the amendment to the host agreement with Waste Management.
- 3) HDR completed a draft memo regarding the odor issue at Countryside Landfill and it was sent to Waste Management for review. A meeting with WMI is scheduled for tomorrow with SWALCO, Grayslake and the County.
- 4) Mr. Willis spoke with Mayor Hyde of Waukegan, who stated that he would have Walter speak to the Public Works Committee in March.
- 5) The O&M fees have been received from all members of SWALCO, excluding Waukegan.
- 6) The Capital Replacement Fund has been created for SWALCO.
- 7) The first CAC meeting was successful and had a very good turnout. They reviewed their role for the upcoming Plan update. Staff will be mailing out the first sections of the last update with staff recommendations.
- 8) SWALCO was recently notified that we never paid for the copy machine. We will be making up those payments during the next three years.
- 9) Mr. Willis met with County IT concerning our website and the issue of making it look like a SWALCO site and not a County site. One option is to stay with Sharepoint, which is the server used on the county site, but we would rebuild the architecture of the site to make it our own. We would have to hire a consultant to

rebuild that site and to move our information to the new site. IT would have to also work with us and our consultant to get the website up and running. Mr. Willis asked for direction on whether to get a consultant now or wait until the next budget cycle.

Ms. Rampale stated that by staying with this server, the SWALCO site would have our own logo and look, but we would have to stay within the parameters of the software that is used by Sharepoint.

The Committee agreed that they do not like the whole site or the SWALCO site and that it is very hard to navigate. They agreed that they would like the SWALCO site to look separate from the county.

Mr. Willis also stated that we could get an independent consultant to build our own site which we would host and maintain. This might be an additional cost.

Chairman Street suggested all members look at their own website and the SWALCO site to determine the importance of whether we change it now or in the next year.



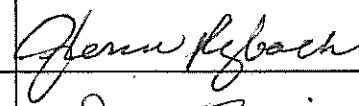
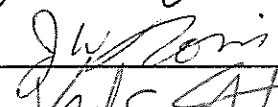
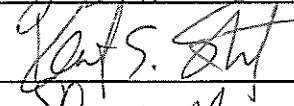
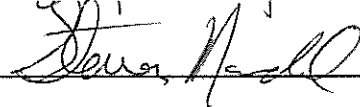
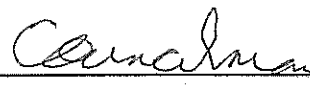
At the next meeting, Mr. Willis will bring options to the Executive Committee concerning the website.

ADJOURNMENT

Motion by Mueller, seconded by Highland Park to adjourn. Motion was approved.

SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO)
EXECUTIVE COMMITTEE

COMMUNITY REPRESENTATIVE TITLE

FLYNN		ASSISTANT VILLAGE ADMINISTRATOR
ELLIS		VILLAGE MANAGER
MUELLER		MAYOR
RYBACK		MAYOR
NORRIS		TRUSTEE
STREET		VILLAGE ADMINISTRATOR
CITY OF HIGHLAND PARK		
LAKE COUNTY		

DATE: 2-19-09

SIGN-IN SHEET

SOLID WASTE AGENCY OF LAKE COUNTY, (SWALCO)
EXECUTIVE COMMITTEE

DATE: 2-19-09

VOTING RECORD

NAMES	ATTENDANCE	one year extension to Clean Harbor \$135,000							
		A	N	A	N	A	N	A	N
FLYNN	✓	✓							
ELLIS									
MUELLER	✓	✓							
NORRIS	✓	✓							
RYBACK	✓	✓							
STREET	✓	✓							
HIGHLAND PARK	✓	✓							
LAKE COUNTY									
Round Lake Beach	✓								
TOTAL		6	0						

PUBLIC SIGN-IN SHEET

[illegible]

Date _____

A - 1. Lake County Curbside Recycling Guidelines

ISSUE: Whether to approve and adopt the use of Lake County Curbside Recycling Guidelines throughout SWALCO Member Communities.

RECOMMENDATION: Staff recommends that the Guidelines be adopted by the Executive Committee, and that they be posted on the SWALCO website, sent to each member, and sent to the haulers operating in Lake County.

TIMING: As Guidelines are finalized.

BACKGROUND: The guidelines were developed to be a definitive source of information for Lake County residents to assist in clarifying much of the misleading and/or outdated information that has been circulating in the public domain. The piece was designed to be a simple one page, go-to recycling guide for the Lake County resident, which would:

- a) provide a comprehensive list of acceptable/recyclable items residents can put into their curbside recycling bins, with special notations and guidelines to address related issues and questions;
- b) address some of the more common and frequent questions related to recycling; and
- c) provide a list of some of the more common items that are not acceptable/recyclable, yet tend to end up in bins and at the recycling centers.

Members will be encouraged to use the Guidelines in their newsletters, websites, email announcements and other appropriate venues.

The information will also be provided to the waste hauling community recommending that they utilize the information in their educational efforts.

ENCLOSED DOCUMENT: Recycling Guidelines, final version – handed out at meeting

STAFF: Merleanne Rampale, Public Information Officer; Walter Willis, Executive Director

LAKE COUNTY CURBSIDE RECYCLING GUIDELINES

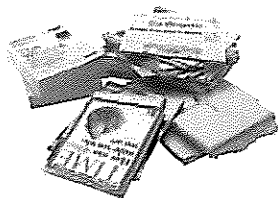
**PLACE THESE ITEMS TOGETHER IN
YOUR RECYCLING CART OR BIN**



ACCEPTABLE



NOT ACCEPTABLE



**NEWSPAPERS
MAGAZINES
CATALOGS
BOOKS
PHONEBOOKS**

Includes ads, inserts,
postcards, hard cover, soft
cover and miscellaneous
paper.

Materials should be free of
plastic bags and wrappers.



**SCRAP PAPER
SHREDDED PAPER
PAPER CARTONS**

Flatten cardboard boxes.
Large boxes must be cut into
3' x 3' pieces.

DO NOT include cardboard
that contains food residue or
wax-coating.

Includes mail, envelopes, copy
paper, office paper, greeting
cards, paper egg cartons,
milk, juice and other beverage
cartons, paper tubes, wrapping
paper and cereal/food boxes.
Place shredded paper into
paper bags.

DO NOT include bath tissue,
paper towels, photos, laminated
paper, or paper coated with
food, wax or foil. Remove
plastic bags and plastic
wrappers.

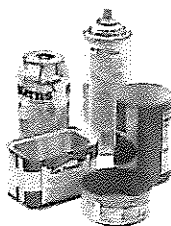


HOUSEHOLD PLASTIC CONTAINERS

- #1 PET: water and soda bottles
- #2 HDPE: milk, detergent, shampoo containers
- #3 V: chemical, cooking oil containers
- #4 LDPE: lids, caps, rings, six-pack rings
- #5 PP: yogurt, butter, cosmetic containers

Plastic containers numbered
1-5 including caps, rings, lids
and labels.

Containers should be empty
and free of excess liquids and
food residue. Plastics numbered
6 and 7 cannot be recycled in
Lake County. DO NOT include
utensils, plates, toys, plant pots,
garden hose or pools.



METAL CANS

Includes aluminum, tin, and
steel food and spray cans.
Caps, lids, pull tabs and labels
may remain on the containers.
Place metal lids inside cans.

Containers should be empty
and free of excess liquids and
food residue. DO NOT include
fire extinguishers, propane
and helium gas tanks, utensils,
hangers, small appliances,
batteries or auto parts.



ALUMINUM FOIL

Aluminum foil and foil trays.

Foil should be free of food
residue.

GLASS CONTAINERS

Glass bottles and jars. Mix all
colors together. Caps, lids,
rings and labels may remain
on the containers.

DO NOT include light bulbs,
mirrors, bakeware, ceramics,
drinking glasses, window and
auto glass.



Plastic bags and
wrappers should
be stuffed into one
bag and tied closed.
Recycle them at your
nearest grocery or
retail store.

**RECYCLE
PLASTIC BAGS**

**Items on the NOT ACCEPTABLE list may contaminate an entire load of
recyclables and SHOULD NOT be placed in your recycling cart or bin.
Please be mindful as you recycle.**

NO auto parts

NO batteries

NO clothes hangers

NO combustibles

NO foam

NO food/garbage

NO holiday lights

NO needles/syringes

NO paint cans

NO toys

NO utensils

NO wire

A – 2. Website Consultant

ISSUE: Whether to contract with a company to redesign the SWALCO website.

RECOMMENDATION: The Executive Director recommends that SWALCO enter into a contract to redesign the website. At the time this item was prepared we had not received the bid from one of the consultants, so a decision on which consultant to hire and which approach to take will have to be made at the meeting on April 16th or a later date.

TIMING: Routine

BACKGROUND: SWALCO's new website has several content and functional constraints that have prompted SWALCO staff to investigate alternatives. Walter met with members of the County's IT department to explore our options for "rebranding" our site and creating more of a SWALCO stand alone site as opposed to the current site which makes SWALCO appear as a County department. We were told we had two primary options: 1) redesign the site within the County's infrastructure (like the 19th Judicial Circuit Court recently did), or 2) disconnect from the County totally and develop a new website and pay for website hosting by a third party entity.

At the Executive Committee's last meeting in February staff was instructed to further investigate these two options and obtain cost estimates. Staff met with Dan Kovacevic of SWS, Inc. on March 13th to go over our website and provide information to allow him to prepare a scope of work for Option 2 (or disconnecting from the County site, see attached proposal). We chose not to have him prepare a proposal for Option 1 due to his lack of work history with Lake County IT Dept. Instead we obtained names of 2 consultants from the IT Department who have worked in the Lake County website system and are familiar with its structure, etc. We chose to meet with one of those firms, Crowe Horwath (this firm did the 19th Circuit Court website redesign), on April 7th. Their proposal will have quotes for both Option 1 and 2 and will be handed out at the meeting on April 16th.

ENCLOSED DOCUMENT: Proposal from SWS, Inc.

STAFF: Walter S. Willis, Executive Director

SWALCO Proposal (swalco.com & swalco.org)

Attached please find an analysis of the work that needs to be completed to meet the new web site requirements based on the information gathered during our meeting discussion.

Phase 1:

- Design a professional web site.
- The proposed home page to consist of the following slightly expanded sections:
 - All upcoming meetings (manually managed unless Phase 2 is implemented)
 - All calendar events.
 - Green Days info.
 - Recycling informationo
 - "About Swalco" info.
- Transfer all content as described here:
 - Collection Events >
 - Electronics Collection Events
 - Household Chemical Waste (HCW) Collection Events
 - About Us >
 - Mission Statement / Goals
 - Staff
 - Members
 - Contact Us
 - E-List Sign Up
 - Green Days
 - Meetings
 - Programs >
 - Compost Bills / Composting
 - Reuse-a-Shoe
 - School Education Corner >
 - Earth Flag
 - Earth Flag Everyday
 - Environmental Entertainer
 - Other Resources
 - Publications >
 - More Publications
 - News Releases
 - Ordinances
 - Recycling
 - Disposal Guide >
 - CFL's
 - Donations
 - Electronics
 - HouseHold Chemical Waste (HCW)
 - Latex Paint
 - Non-Toxic Cleaning
 - Other Materials
 - Recycling Options
 - Recycling Products Guide
 - Services and Facilities
 - Yard Waste
- Technologies to be used: html, css, JavaScript, Apache web server.
- Hosting provided by: eApps.com
- Web site configuration

- Re-point the domain name(s) to the new host. Point swalco.com to new hosting, point swalco.org to new hosting and leave the email hosting services to continue to remain with the same provider as swalco.org
- Front page configuration
- Site Design with drop down menus.
- Utilize efficient code to make pages quick & efficient to download.
- Combine all 'like' elements on the site into elements called 'includes' to enable quick and easy site updates.
- Utilize fading images or display different images based on the time of day or hour of the day – client provided images and photos.
- Provide intuitive and user-friendly navigation.
- Provide a 'Printer Friendly' version for easy printing of every page where the right margins do not get cut off.
- Optimize all images/graphics used so they are quick to download through any web connection.
- Test and ensure all links function properly.

One time fee: \$6,750

Maintenance (if needed): \$245 per month

To provide expert advice, manage static content, files, documents, graphics, but not to include interactive and otherwise application development, forms, database applications, flash, ajax.

Please note:

- This fee does not include calendar, e-list or other interactive and database functionality

Please note:

- Training is not included in this proposal and will be billed @ \$75 per hour if needed
- In person visits to client billed @ \$75 per hour
- e-Mail server configuration appears unnecessary and is not included since the service already exists. If this need arises, the work will be billed at \$75 per hour.

Thank you for allowing me to provide a quote.

Dan Kovacevic
SWS, Inc.
www.SharperWeb.com
847.791.8471

I – 1. List of Lake County Municipalities not SWALCO Members

BACKGROUND: At the February 2009 Executive Committee the Committee asked staff to assemble a list of Lake County towns that are not members of SWALCO. The list is as follows:

- Bannockburn (pop. 1,429)
- Barrington Hills (pop. 3,915)
- Fox River Grove (pop. 4,862 – not listed in 1990 intergovernmental agreement, primarily McHenry County)
- Indian Creek (pop. 194)
- Lakemoor (pop. 2,788)
- Mettawa (pop. 367)
- Old Mill Creek (pop. 251)
- Volo (pop. 180 – not listed in 1990 intergovernmental agreement)

The most recent census data for Lake County (2007 estimate) estimates that there are 710,000 people in the county. Based on this, SWALCO represents approximately 93% of Lake County's population and 82% of its incorporated units of local government.

With the recent initiative by Highwood to become a SWALCO member it may be time to reach out to those municipalities that are not SWALCO members and ask them to consider becoming members. A letter to the Mayors (and Village/City Managers) of each town may be an appropriate first step.

ENCLOSED DOCUMENTS: None

STAFF: Walter Willis, Executive Director

I – 2. Project and Program Updates

BACKGROUND: The following are updates on several projects and programs we are currently working on:

1. SWALCO staff has completed the commercial hauling business survey in Lincolnshire and forwarded the report to the Village. Based on the surveys returned, approximately 24%, it appears that further investigation of the commercial franchise option is warranted.
2. SWALCO staff is assisting both North Chicago and Zion review proposals from their hauler (Veolia hauls both towns) to switch from recycling collection once a week to once every two weeks. In return the towns' residents would receive carts for their recyclables to replace the smaller 18 gallon bins at no additional cost. Other contract items are also being negotiated. This is an interesting approach being offered by Veolia to provide carts to these two towns and one that SWALCO believes should be linked with larger carts (95 gallon as opposed to the standard 65 gallon) and effective education.
3. Veolia and the Lake County Administrator will be meeting on April 15th to restart the host agreement negotiations. Walter and Larry met with Barry Burton, Co. Adm., on April 6th to go over the key issues still unresolved.
4. SWALCO is still waiting to hear from WMI regarding the proposed amendments to the current Agreement that SWALCO proposed in the fall of 2008.
5. Larry Clark and Walter Willis prepared a draft host agreement for Republic Industries, Inc. that would compensate the Agency for material collected by Republic in Lake County and then transferred to one of Republic's landfills in Wisconsin. This is similar to the Agreement SWALCO has with WMI's Pheasant Run Landfill. This was sent to them on April 1st.
6. Walter Willis appeared before the Lake County Public Works and Transportation Committee on April 8th to discuss the HDR memo and WMI's response to the recommendations in the memo. The IEPA has decided not to pursue enforcement action against WMI regarding the odor complaints. SWALCO will be working with Lake County and Grayslake to ensure that the recommendations in the HDR memo are implemented as agreed to by WMI and to continue to monitor the odor control plan moving forward.
7. The legislature is taking a two week recess and will resume the week of April 20th where bills will be considered in the second chamber. The bills of primary interest to SWALCO, SB 125, SB 99 and HB 266, are all in the second chamber for consideration.
8. At next month's meeting I will be presenting an information item on the current budget status, and trends and issues I see coming up for next year's budget. Revenues continue to decline at both landfills and this trend will impact next year's budget.
9. The Plastic Bag Task Force will be meeting on April 15th to put the final touches on the pilot program set for this spring. So far 7 retailers have indicated a willingness to participate in the pilot program.
10. The IEPA responded to the letter that we sent them on February 13, 2009 and basically confirmed our belief that regardless of the use of material at a landfill, it is deemed a "waste" when it enters the landfill.

STAFF: Walter Willis, Executive Director